University of Massachusetts at Boston

Continuing Education

Bulletin

Fall '83

- evening classes at six convenient off-campus locations*
- Saturday classes at our Downtown Center
- undergraduate course fee of only $47.50 per credit
- special non-credit programs

*undergraduate courses for credit in

Allston
Braintree
Medford
West Roxbury
and now
Hingham and
Walpole

Second-Class Postage is PAID at Boston, MA 02109

Division of Continuing Education
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125

Issued Summer 1983

Continuing Education, Fall '83

UMass/Boston's Division of Continuing Education extends the University's resources to people who might not otherwise be able to make use of them. The Division offers undergraduate courses on Saturdays at the University's Downtown Center and during the evening at a number of off-campus locations. Through its Center for Occupational Education, the Division offers courses for those seeking state approval as vocational instructors and/or vocational instructors of students with special needs, as well as courses leading to teacher certification in industrial arts. The Software Specialist Institute provides continuing professional education in the field of information technology. Beginning this fall, the Division will sponsor courses from the University of Rhode Island leading to the degree of Master of Library Science. Special non-credit programs in adolescent counseling, alcoholism treatment services, emergency service training and graduate test preparation are offered at the University's two campuses. In addition, the Division's Office of Educational Telecommunications offers a number of teleconferences on a variety of topics and also sponsors a public affairs series entitled Local Focus on cable television.

Undergraduate courses will be offered at:

UMass/Boston Downtown Center
100 Arlington Street (Park Square), Boston

Braintree High School
128 Town Road, Braintree

Hingham High School
41 Pleasant Street, Hingham

Jackson-Mann Community School
500 Cambridge Street, Allston

Medford Community Education
Medford High School
489 Winthrop Street, Medford

Walpole High School
Common Street, Walpole

West Roxbury Community High School
1205 V.F.W. Parkway, West Roxbury

A schedule of fall, 1983, registration deadlines and other important dates appears under "Academic Calendar" below. Descriptions of credit courses appear on page 3, followed by a detailed schedule, listing the times and places at which all credit courses will meet, on page 4. Non-credit programs are described on pages 5-6.

Students can register for Continuing Education courses by mail, by telephone, or in person. Information about fees and payments appears on page 7; information about registering for courses appears on page 7. A registration form for credit courses, for use in registering by mail, is on page 8. Please note that there is a separate registration form for non-credit courses on page 6.

Academic Calendar

Location of Courses	Downtown Center	Braintree High School	Hingham High School*	Jackson-Mann Community School Walpole High School	Medford High School West Roxbury Community High School
Telephone, Mail-in, Walk-in (at Harbor Campus) Registration Deadline	Aug. 26	Aug. 26	Aug. 26	Aug. 26	Aug. 26
On-site Walk-in Registration and Math Diagnosis	Aug. 20, 10 am-12 noon	Sept. 7 & 8, 6-8 pm	Sept. 13 & 14, 4-7 pm*	Sept. 7, 6-8 pm	Sept. 6 & 8, 6-8 pm
Late Registration	Sept. 10	Sept. 12-15	Sept. 19-21	Sept. 12-15	Sept. 12-15
Classes Begin	Sat., Sept. 10	Week of Sept. 12	Week of Sept. 19	Week of Sept. 12	Week of Sept. 12
Add/Drop Deadline	Sept. 17	Sept. 19	Sept. 26	Sept. 19	Sept. 19
Columbus Day Holiday (Make-up: Oct. 14)	Oct. 10	Oct. 10	Oct. 10	Oct. 10	Oct. 10
Midsemester	Oct. 31	Oct. 31	Oct. 20	Oct. 31	Oct. 31
Withdrawal and Pass/Fail Deadline	Nov. 16	Nov. 16	Oct. 20	Nov. 16	Nov. 16
Thanksgiving Holiday (Make-up: Dec. 2)	Nov. 25	Nov. 25	Nov. 25	Nov. 25	Nov. 25
Classes End	Sat., Dec. 17	Week of Dec. 12	Week of Nov. 28	Week of Dec. 12	Week of Dec. 12
Final Examinations	Sat., Dec. 17	Week of Dec. 19	Week of Dec. 5	Week of Dec. 19	Week of Dec. 19

Note: Registration for classes in Hingham takes place at the Hingham Public School Administration Building, 14 Main Street, Hingham.

About Credit Courses

Undergraduate courses offered through the Division of Continuing Education are open to: 1) students who may be considering matriculation into a degree program at UMass/Boston or elsewhere; 2) students matriculated at other institutions who will use UMass/Boston credits to meet degree requirements at their home institutions; and 3) matriculated UMass/Boston students who may take Continuing Education courses to meet University requirements. All Continuing Education courses carrying credit are equivalent in method and content to regular University courses.

Students who have graduated from high school or who have earned certificates of general educational development are invited to begin or continue taking courses through the Division of Continuing Education. College-bound high school juniors and seniors interested in beginning their college educations may also enroll in Continuing Education courses.

The University assumes that students registering for undergraduate courses will accurately assess their ability to do college-level work. Students should be aware, however, that they are responsible for meeting prerequisites for certain courses and that they will be required to take a diagnostic test to ensure proper placement in mathematics courses. (For information about this test, see "Registration for Continuing Education Courses" on page 7.)

Any student who wishes to pursue a UMass/Boston degree should apply for formal admission by the time he or she has accumulated sixteen undergraduate credits or six graduate credits. Information about degree programs at UMass/Boston may be obtained through the University's Admissions Office. Once matriculated, a student should expect to take most of his or her courses at the University's main campus. There are, however, no restrictions on the number of courses a matriculated student may take through Continuing Education.

To serve potential as well as matriculated UMass/Boston students, both "Core" as well as "non-Core" courses are offered. Core courses, identified by the prefix "C" in the course number, emphasize the development of skills in written expression and critical analysis. Prospective UMass/Boston students are advised to consult the UMass/Boston *Catalog* for further information about the core curriculum and other degree requirements.

● **Summer, 1983**
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The University of Massachusetts at Boston is accredited by the New England Association of Schools and Colleges. The University of Massachusetts at Boston is a member of the North American Association of Summer Sessions and the National University Continuing Education Association.

Publications Office
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Undergraduate Courses Offered for Credit

Accounting and Finance (AF) 210
Financial Accounting

Presents the theory and techniques of financial accounting. The course encompasses the basic functions of collecting, processing, and reporting accounting information for interested third parties (e.g. owners, investors, and government) and enables students to analyze, interpret, and use accounting information effectively.

Accounting and Finance (AF) 211
Managerial Accounting

Presents the theory and technique of managerial accounting, from the particular perspective of the manager. The course covers the identification and analysis of the behavior of costs within the organization, and illustrates how managers use such knowledge for planning and control. Major topics include responsibility accounting, comprehensive and cash budgeting, and standard job order and process cost systems.
Prerequisite: AF210.

Anthropology 103
Introduction to Cultural Anthropology

The study of recent and contemporary human societies in cross-cultural perspective. Ethnographic accounts are used to analyze and compare variations in cultural adaptations and processes of cultural change.
Note: Anth 102 is *not* a prerequisite to Anth 103.

Anthropology 270
Indians of North America

An introductory survey of North American Indian societies and culture. Emphasis will be placed on the descriptive comparison of selected Indian societies through the study of North American culture areas, levels of sociocultural integration, Indian history, and contact with Euro-American culture.

Biology C101
The Basis of Life

The uniqueness of life within the physical universe. The matter and energy of life, the genetic code, molecular biology, and the origin and evolution of life. An overview for students in the humanities and social sciences of those features which distinguish living organisms from non-living things. No background in the natural sciences is required.
Core Area: Natural Sciences.

Biology 108
Introduction to Nutrition

Introduction to the elements of nutrition with emphasis on nutrition for humans; examination of food stuffs and nutritional quality, physiology of food utilization, food quality regulations and the global ecology of food production. No background in the natural sciences is required.

Biology C111
General Biology I

An integrated course stressing the principles of biology. Life processes are examined primarily at the molecular and cellular levels. Intended for students majoring in biology or for non-majors who wish to take advanced biology courses.
Core Area: Natural Sciences.

Chemistry C107
Introduction to Chemistry I

Atomic and molecular structure, bonding energetics, and chemical reactions, as well as the theoretical principles of general chemistry, are considered. Required for nursing majors. Also open to non-science majors.
Core Area: Natural Sciences.

Chemistry C108
Introduction to Chemistry II

Basic organic chemistry, nomenclature, classes of compounds, and reactions of these classes are discussed as an introduction to a survey of biochemistry. Required for nursing majors. Also open to non-science majors.
Prerequisite: Chem 107.
Core Area: Natural Sciences.

Economics 101
Introductory Economics I

A broad introductory survey in which special attention will be given to the role of economic principles in analyzing and understanding current economic problems. Emphasis will be placed on the functioning of markets and on examining the behavior of individual economic units such as the business firm and the consumer (microeconomics). Other areas of emphasis will vary from section to section and may include: industrial organization, income distribution, international trade, economics of the environment and other topics. (May be taken after Econ 102.)

English 101
Freshman English I

Small class instruction and practice in grammar, rhetoric, and the articulation of logical throught. Practice in writing for college courses on various kinds of topics, many from experience and observation, chosen to develop the student's confidence and ability. Readings and materials vary from section to section, but all sections require a minimum of eight 600 word papers.
Note: This course satisfies the first half of the College of Arts and Sciences writing requirement.

English 102
Freshman English II

Continuation of Engl 101, with emphasis on topics and writing assignments of the kinds encountered in many types of college courses. Readings and materials vary from section to section, but all sections require a minimum of seven papers, including a longer research paper.
Note: This course satisfies the second half of the College of Arts and Sciences writing requirement.

History C111
Foundations of Western Civilization

After a brief survey of the ancient world, the course traces the political, economic and cultural development of Western society from the early Middle Ages to 1715. Emphasis will be given to the critical analysis of primary sources.
Core Area: Historical and Cultural Studies.

History 265
The American Experience I

History 265 will introduce students at the intermediate level to the study of American history before 1877. The subject matter will encompass virtually all aspects of American society, and the interrelationship between social structure, economic development, everyday life, culture and formal politics will be explored throughout the course. Attention will be given to the nature of historical inquiry and the development of writing skills.
Prerequisite: Sophomore standing or permission of instructor.

History 266
The American Experience II

A survey of American history from 1877 covering the nature of American social structure, economic development, everyday life, culture, and formal politics. Attention will be given to the nature of historical inquiry and the development of writing skills.
Prerequisite: Sophomore standing or permission of instructor.

Management (MGT) 130
Introduction to Business

Familiarizes students with the nature of business and its relationship to other institutions in society. The course examines business ownership, organization, management, marketing, human resources management, production, and finance. In addition, the course explores issues in the relationships between capitalism and business, the law and business, and government and business.

Mathematics C110
Basic Algebra

For students with weak math background who want to develop skills for further math or science courses. Covers basic high school math. Topics include: multiplying and factoring polynomials, linear equations and straight lines, fractional exponents and radicals, ratios or polynomials, quadratics, word problems. Generally limited to students with less than 3 years of high school math preparation.
Note: No student will receive graduation credits for Math C110 if it is taken after successful completion of Math C124 or C130 or a higher math course.
Prerequisite: Math Diagnostic Test only.
Core Area: Mathematics and Computer Languages.

Mathematics C125
Introductory Statistics

For non-science and non-mathematics majors only. Topics include introductory statistics, covering descriptive statistics; introductory probability theory sufficient to enable development of inferential statistics; and inferential statistics.
Note: no student will receive graduation credits for Math C125 if it is taken after successful completion of Math C136, 345 or 645. Not open to mathematics majors.
Prerequisite: Math Placement Test or Math C110.
Core Area: Mathematics and Computer Languages.

Mathematics C130
Precalculus

Preparation for first year calculus. Covers symmetry, graphs, functions, lines, parabolas and max-min problems, exponential and logarithm functions, exponential growth, semilog graphing, and the trigonometric functions and their inverses. Qualified students should enter Math C140 *without* taking this course. Note: No student will receive graduation credits for Math C130 if it is taken after successful completion of Math C140 or a higher math course. Students who have successfully completed Math C130 may not subsequently take Math C124 for credit.
Prerequisite: Math Diagnostic Test only. Successful completion of Math C110 is not enough.
Core Area: Mathematics and Computer Languages.

Music C110
The Listening Experience

This course assists students in developing skills of comprehension and in deepening musical understanding. Technical language, sometimes necessary in identifying musical processes, is kept to a minimum. At first, attention is focused on specific elements proper to music: rhythm, melody, harmony, texture, and basic organizational principles. These are related to comparable elements in other arts. Students subsequently discover how the elements of music work together in representative works drawn from a wide repertory. Historical changes in musical style are also observed.
Core Area: The Arts.

Political Science C122
Government and Politics of the United States

The three main branches of the national government, federalism, political parties, interest groups, and governmental functions.
Core Area: Social and Behavioral Sciences.

Psychology 101
Introductory Psychology

A general survey of selected content areas in psychology, including personality and human development, physiological psychology, learning, intelligence, heredity and environment, motivation and emotion.

Psychology 200
Personality

Conceptions of human nature are examined in light of various theories of personality. This course focuses on the theories of Freud, Adler, Sullivan, Erikson, Kelly, Ego psychologists, and other theorists presenting the behavioristic and humanistic perspectives. Among the topics to be addressed are: personality structure and its development; stress and coping; neurotic styles; human motives and their measurement.
Prerequisite: Psych C100 or 101.

Psychology 241
Infancy and Childhood Development

This course explores human development from infancy to middle childhood, i.e., from childbirth to ages seven or eight. Major emphasis will be placed on early perceptual, cognitive, social and affective development bearing the following questions in mind: How does the world of space and objects appear to the infant? How does he or she acquire knowledge and discover reality? How does the child experience the world of people and develop a sense of self? How does the child develop attachments to others and what role do the significant people play in his or her life?
Prerequisite: Psych C100 or 101.

Psychology 243
Psychology of Adult Development and Human Aging

A developmental approach to human integrity and functioning in the second half of the lifespan. Stereotyped ideas about the aging process are critically reviewed. Special attention is given to newer approaches to facilitating psychological well-being in the latter years of life.
Prerequisite: Psych C100 or 101.

Sociology C101
Introduction to Sociology

The structure of society, cultural patterns and group life; the individual and socialization, groups, institutions, social systems, social change.
Core Area: Social and Behavioral Sciences.

Sociology 101
Introduction to Sociology

The structure of society, cultural patterns and group life; the individual and socialization, groups, institutions, social systems, social change.

Sociology C242
Sociology of the Family

A comparative and historical analysis of family systems. Emphasis on the development and future prospects of the nuclear family in middle class industrial society.
Prerequisite: Sociol C101 or 101.
Core Area: Social and Behavioral Sciences.

Spanish C105
Basic Spanish for Communication

An intensive course approaching the language from a practical point of view and offering practice in the four language skills. Basic grammar will be studied in the context of the material presented. This material will focus on vocabulary in three different areas: business and finance; medical and hospital terminology; and oral communication.
Core Area: Foreign Languages

Schedule of Courses

Dept. Code, No. Title	Day(s), Time Lab Fee Crs., Sched. No.

● Braintree High School

AF 210 Financial Accounting	T 6:30-9:00pm 3 credits 700090
AF 211 Managerial Accounting	T 6:30-9:00pm 3 credits 700286
Anth 103 Introduction to Cultural Anthropology	TH 6:30-9:00pm 3 credits 700537
Biol C111 General Biology I	TTH 6:30-9:30pm 4 credits Lab Fee: $20.00 701096
Biol 108 Introduction to Nutrition	M 6:30-9:00pm 3 credits 701232
Chem C107 Introduction to Chemistry I	TTH 6:30-9:30pm 4 credits 701452
Chem C108 Introduction to Chemistry II	TTH 6:30-9:30pm 4 credits Lab Fee: $25.00 701630
Econ 101 Introductory Economics I	M 6:30-9:00pm 3 credits 701876
Engl 101 Freshman English I	MW 6:30-7:45pm 3 credits 702026
Hist 266 American History II	M 6:30-9:00pm 3 credits 702775
MGT 130 Introduction to Business	W 6:30-9:00pm 3 credits 704311
Math C110 Basic Algebra	MW 6:30-7:45pm 3 credits 703103
Math C125 Introductory Statistics	MW 8:00-9:15pm 3 credits 703250
Music C110 The Listening Experience	TH 6:30-9:00pm 3 credits 704816
Psych 243 Psychology of Aging	W 6:30-9:00pm 3 credits 706127
Sociol 101 Introduction to Sociology	T 6:30-9:00pm 3 credits 706494

● Hingham High School

AF 210 Financial Accounting	T 6:00-9:15pm 3 credits 700155
Math C110 Basic Algebra	MW 8:00-9:45pm 3 credits 703137
Psych 101 Introduction to Psychology	MW 6:00-7:45pm 3 credits 705692

● Jackson-Mann Community School

AF 210 Financial Accounting	M 6:30-9:00pm 3 credits 700163
Math C110 Basic Algebra	TTH 8:00-9:15pm 3 credits 703161
Psych 101 Introductory Psychology	TTH 6:30-7:45pm 3 credits 705707
Spanish C105 Basic Spanish for Communication	MW 6:30-8:30pm 4 credits 707026

● Medford High School

AF 210 Financial Accounting	T 6:30-9:00pm 3 credits 700058
AF 211 Managerial Accounting	T 6:30-9:00pm 3 credits 700252
Anth 103 Introduction to Cultural Anthropology	M 6:30-9:00pm 3 credits 700498
Biol C111 General Biology I	TTH 6:30-9:30pm 4 credits Lab Fee: $20.00 701062
Chem C107 Introduction to Chemistry I	TTH 6:30-9:30pm 4 credits Lab Fee: $25.00 701402
Econ 101 Introductory Economics I	M 6:30-9:00pm 3 credits 701818
Engl 101 Freshman English I	TTH 6:30-7:45pm 3 credits 701973
Hist 265 American History I	W 6:30-9:00pm 3 credits 702636
Math C110 Basic Algebra	TTH 8:00-9:15pm 3 credits 703064
Math C130 Precalculus	MW 6:30-7:45pm 3 credits 703381
MGT 130 Introduction to Business	TH 6:30-9:00pm 3 credits 704264
Psych 200 Personality	W 6:30-9:00pm 3 credits 705870

● Walpole High School

AF 210 Financial Accounting	TH 6:30-9:00pm 3 credits 700121
Chem C107 Introduction to Chemistry I	TTH 6:30-9:30pm 4 credits Lab Fee: $25.00 701509
MGT 130 Introduction to Business	T 6:30-9:00pm 3 credits 704345
Math C110 Basic Algebra	TTH 6:30-7:45pm 3 credits 703126
Music C110 The Listening Experience	T 6:30-9:00pm 3 credits 704840
Psych 101 Introductory Psychology	TTH 8:00-9:15pm 3 credits 705684

● West Roxbury Community High School

AF 210 Financial Accounting	M 6:30-9:00pm 3 credits 700040
AF 211 Managerial Accounting	M 6:30-9:00pm 3 credits 700309
Anth 270 Indians of North America	T 6:30-9:00pm 3 credits 700684
Biol C111 General Biology I	MW 6:30-9:30pm 4 credits 701012
Chem C107 Introduction to Chemistry I	MW 6:30-9:30pm 4 credits Lab Fee: $25.00 701355
Chem C108 Introduction to Chemistry II	MW 6:30-9:30pm 4 credits Lab Fee: $25.00 701567
Econ 101 Introductory Economics I	W 6:30-9:00pm 3 credits 701761
Engl 101 Freshman English I	TTH 8:00-9:15pm 3 credits 701931
Engl 102 Freshman English II	TTH 6:30-7:45pm 3 credits 702092
Hist 265 American History I	T 6:30-9:00pm 3 credits 702563
Math C110 Basic Algebra	TTH 6:30-7:45pm 3 credits 703030
MGT 130 Introduction to Business	TH 6:30-9:00pm 3 credits 704214
Music C110 The Listening Experience	TH 6:30-9:00pm 3 credits 704777
Psych 101 Introductory Psychology	TTH 6:30-7:45pm 3 credits 705626
Psych 241 Infancy and Childhood Development	T 6:30-9:00pm 3 credits 705993
PolSci C122 Government and Politics of the United States	W 6:30-9:00pm 3 credits 705294
Sociol 101 Introduction to Sociology	M 6:30-9:00pm 3 credits 706410
Sociol 242 Sociology of the Family	TH 6:30-9:00pm 3 credits 706648
Span C105 Basic Spanish for Communication	TTH 6:30-8:30pm 4 credits 707018

● Downtown Center

Anth 103 Introduction to Cultural Anthropology	S 8:15-10:45am 3 credits 700464
Biol C101 Basis of Life	S 8:15-10:45am 3 credits 700977
Econ 101 Introductory Economics I	S 8:15-10:45am 3 credits 701753
Hist 111 Foundations of Western Civilization	S 11:00am-1:30pm 3 credits 702416
Music C110 The Listening Experience	S 11:00am-1:30pm 3 credits 704769
PolSci C122 Government and Politics of the United States	S 11:00am-1:30pm 3 credits 705286
Psych 101 Introductory Psychology I	S 8:15-10:45am 3 credits 705618
Sociol C101 Introductory Sociology	S 8:15-10:45am 3 credits 706313

Special Programs

Adolescent Counseling Workshop

Registration deadline: October 28, 1983
Please note: Fees will be returned only if registration is cancelled on or before October 28. 1983.
Schedule number: 70001-41

Treatment of the Multiproblem and Severely Disturbed Adolescent within the Community

Thursday, November 3, and Friday, November 4, 1983

This two-day workshop, emphasizing the use of case methods, is designed for the practitioner or child advocate who wants to become more effective in treating adolescents who are seen as outpatients or as candidates for residence in treatment facilities. Persons who would find this workshop valuable include such professionals as social workers, members of the clergy, psychologists, nurses, psychiatrists, and counselors. Participants will:

- Increase their knowledge of the development of the adolescent—both normal and pathological
- be able to demonstrate more effective diagnostic and evaluative techniques used in intervention
- learn methods of involving role models, authority figures, and others in treatment
- learn how to make more effective use of group therapy, peer groups, and multi-family groups in the treatment of adolescents
- explore techniques for dealing with the abuse of alcohol and drugs, and with aggressive acting out behavior
- explore suicidal or borderline depressive characteristics and treatment characteristics

Course Fee: $95.00

This workshop has been approved by the Massachusetts Chapter of the National Association of Social Workers for 1.2 Continuing Education Units.

Alcoholism Treatment Services

The Alcoholism Treatment Services Certificate Program is designed for those working or interested in working in the treatment of alcoholism. Participants will:

- receive classroom and field experience in the various approaches to treating alcoholism;
- become familiar with the management and operation of alcoholism rehabilitation and detoxification centers;
- learn how to assess community needs and to act as leaders in alcoholism treatment services and administration.

This non-credit program consists of four required courses and a required practicum. The program offers two additional courses that may be taken by persons wishing to continue their professional development in the field of alcoholism treatment services. Each course carries 3 Continuing Education Units (CEU's); the practicum carries 10 CEU's. Each participant completing the program will receive a certificate.

The following non-credit courses will be offered during the fall semester, from September 10 through December 10, 1983, at the Downtown Center.

Course Title	Day, Time CEU's, Schedule No.
Required Courses	
The Use and Abuse of Alcohol in Society	Sat 11:00am-1:00pm 3 CEU's 96550-51
Alcoholism Counseling and Therapy	Sat 1:00-3:00pm 3 CEU's 96551-51
Organization and Administration of Alcoholism Treatment Facilities	Sat 9:00-11:00am 3 CEU's 96552-51
The Psychopharmocology of the Drug Ethanol	Tu 5:00-7:15pm 3 CEU's 96569-41
Practicum in Alcoholism Rehabilitation Services	By arrgt. with Program Dir. First meeting: Saturday, September 10 10 CEU's 96561-41

Interested persons may use the non-credit registration form in this bulletin to register for the program. They should be sure to compute course fees on the basis of $47.50 per CEU and to pay the $10.00 registration fee and the $5.00 educational services fee. It is also possible to register for the program in advance by telephone, or in person at the Continuing Education Office at the Harbor Campus.

Further information about the program is available from:

Dr. Jack Shea
Division of Continuing Education
Alcoholism Treatment Services Program
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125

Center for Occupational Education

The Center for Occupational Education was formed to provide high quality instruction to those seeking state approval as vocational instructors and/or vocational instructors of students with special needs. The Center was organized under the auspices of the Division of Occupational Education of the Massachusetts Department of Education and holds full approval from that agency for the next three years. The Center also sponsors industrial arts courses for professional industrial arts teachers as well as regular classroom teachers, special educators, and vocational teachers seeking additional certification as industrial arts teachers. The Center stands ready to assist occupational educators in eastern Massachusetts by providing workshops, in-service activities, and professional improvement services.

The Center invites occupational educators and representatives of school systems, industry, and labor to suggest activities it might sponsor.

Persons seeking information concerning Center-sponsored courses should contact:

Dr. Gerard P. Antonellis, Director
Center for Occupational Education
Division of Continuing Education
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125
Telephone (617) 929-7900

Emergency Service Training

The emergency medical service system is made up of three components: 1) "first responders," who are able to start emergency care immediately when time is important for the survival of victims of serious accidents or sudden illnesses, and to provide aid that will prevent further injuries and may even save lives; 2) emergency medical technicians, who provide advanced emergency medical care, stabilize the condition of victims, and prepare victims for transportation; and 3) hospital emergency departments, which provide the final stage of emergency care and treat victims as they begin to recuperate. Both the American Red Cross and the American Heart Association believe that there should be one first responder in every household and every office. Working toward this goal, the Office of Emergency Service Training offers reasonably priced training to the general public in the various elements of "first response." The Office also conducts more advanced courses for persons who wish to become emergency medical technicians and for practicing EMT's who wish to upgrade their skills.

CPR: Basic Cardiac Life Support and Emergency Cardiac Care

TTH October 11-20, 6:30-9:30, Sched. No. 37150-41
MW November 7-16, 6:30-9:30, Sched No. 37150-42
MW November 28-December 7, 6:30-9:30, Sched. No. 37150-43

Heart attacks, cardiac arrests, and choking require prompt and effective emergency action at the scene. This course provides basic life support techniques through lectures and practice sessions. Activating the emergency medical service system, managing emergencies in small children and infants, and preventing life-threatening emergencies are also given particular attention. The course is conducted in accordance with American Heart Association and American Red Cross standards. Each student completing the course receives a certificate.

Course Fee: $7.00

Defensive Driving

MW September 12, 14, 6:00-10:00, Sched. No. 37140-41
MW November 14, 16, 6:00-10:00, Sched. No. 37140-42
MW December 19, 21, 6:00-10:00, Sched. No. 37140-43

This course teaches drivers how to protect themselves and the people around them by driving defensively. It is designed to build the confidence and skills drivers need to control motor vehicles in everyday driving situations and to handle unexpected traffic predicaments. Films and other visual aids are combined with lecture-discussions to stimulate and reinforce awareness of important techniques for safe driving. Each successful participant is awarded a National Safety Council Certificate.

Course Fee: $20.00

Emergency Medical Technician

TTH September 1-December 20, 6:30-9:30, Sched. No. 37210-41
MW September 7-December 28, 6:30-9:30, Sched. No. 37210-42

This course provides the foundation for persons seeking careers in one of the emergency medical service system areas. Participants are trained in all the skills currently recommended by the U.S. Department of Transportation. Given the knowledge, skills, and clinical experience, the EMT will be competent in securing the scene, assessing the mechanism of injury, triage, primary and secondary survey, stabilizing a victim of sudden illness or injury, and ambulance transportation technique. The course provides lectures by physicians and in-hospital experience at the Massachusetts General Hospital Trauma Center; students also analyze their performance in videotaped practice sessions.

Course Fee: $300.00

Emergency Medical Technician—Ambulance Refresher Course

MW October 12-31, 6:00-10:00, Sched. No. 37230-41
TTH November 1-17, 6:00-10:00, Sched. No. 37230-42
MTWTH December 12-15, 6:00-10:00 & Sat December 17, 8:00-4:30, Sched. No. 37230-43

This course is for EMTs in need of recertification. It consists of a skills review, study of specific cases, adjunct review and practice, product update, and situation practice. The emphasis is on communication between mobile units, bases, and hospitals, on transportation of victims, and on ambulance operation. Students will analyze their performance in videotaped practice sessions and will take a written and practical examination.

Course Fee: $50.00

Emergency Vehicle Operation

MW September 19-October 5, 6:00-9:30, & Sat, Sun October 1, 2, 8:00-4:30, Sched. No. 37310-41
MW November 21-December 7, 6:00-9:30, & Sat, Sun December 3, 4, 8:00-4:30, Sched. No. 37310-42

This course involves both classroom discussion and practice on the driving range. The course considers the legalities of emergency vehicle operation, selecting the best routes, reporting emergency operations, what to do and check before starting to drive, emergency vehicle control, physical forces that affect driving, unusual situations, and general operation. Driving range activities include: Dutton's weave (practice of precise forward and backward control of emergency vehicles in tight spaces); turnabouts (practice in using small side roads to turn around); evasive maneuvers (how to avoid obstacles in short distances even at high speeds); using a serpentine course (practice in directional control); Baird's judgement (practice in judging clearances); lane change maneuvers; controlled braking (practice in maximum braking stops while keeping directional control); decreasing width track (practice in narrow track with large emergency vehicles).

Course Fee: $165.00

BCLS for EMTs

TTH September 20-22, 6:00-9:30, & Sat September 24, 8:00-4:30, Sched. No. 37340-41
TTH October 25-27, 6:00-9:30, & Sat October 29, 8:00-4:30, Sched. No. 37340-42
TTH December 6-8, 6:00-9:30, & Sat December 10, 8:00-4:30, Sched. No. 37340-43

The emphasis of this course is on the performance of effective cardiac compressions and artificial ventilations with adjunctive aids during transportation. Recorder manikins are used to evaluate the student's compression and ventilation techniques on a moving stretcher, up and down stairs, and in a moving ambulance. The course also deals with the safe and effective use and maintenance of adjunctive equipment in resuscitation. CPR recertification is also included. Prerequisite: Current EMT-A certificate.

Course Fee: $40.00

Water Rescue

Sat & Sun, September 10, 11, 8:00-4:30, Sched. No. 37320-41

This course provides training for the EMT who may have to extricate victims from under water. It stresses personal safety and preparedness, and involves discussion and practice sessions. It teaches techniques for rescue of active and passive near-drowning victims, and of victims with neck and back injuries, as well as search techniques for submerged victims and survival in cold water.

Course Fee: $45.00

For further information about Emergency Service Training or about organizing a first responder or other emergency care course at your location, please contact:

Gunnar Hexum, Director
Office of Emergency Service Training
Division of Continuing Education
University of Massachusetts at Boston
Boston, MA 02125
Telephone (617) 929-7900

Course Title | Day, Time Date, Schedule No.

Test Preparation Courses

for the

Medical College Admissions Test (MCAT)
Graduate Record Examination (GRE)
Graduate Management Aptitude Test (GMAT)
Law School Aptitude Test (LSAT)
Scholastic Aptitude Test (SAT)

Intensive classroom sessions cover all sections of each exam. Each course provides extensive exam practice including a full-length practice test given under exam conditions. In-class and home study materials are continuously updated. Sessions are scheduled in advance of the dates of the tests for which students are preparing. (These dates are given below.)

MCAT	MTW, 6:30-9:30 pm Aug. 8-Aug. 31, Harbor Campus Test Date: Oct. 1, 1983 Sched. No. 10003-51 Cost: $125.00
GRE	TWTH, 6:00-9:00 pm Sept. 13-Oct. 6, Harbor Campus Test Date: Oct. 15, 1983 Sched. No. 10000-51 TWTH, 6:00-9:00 pm Nov. 9-Dec. 2, Harbor Campus Test Date: Dec. 10, 1983 Sched. No. 10000-52 Cost. $125.00
GMAT	TWTH, 6:00-9:00 pm Sept. 20-Oct. 13, Harbor Campus Test Date: Oct. 22, 1983 Sched. No. 10002-51 Cost: $125.00
LSAT	TWTH, 6:00-9:00 pm Sept. 6-Sept. 29, Harbor Campus Test Date: Oct. 1, 1983 Sched. No. 10001-51 TWTH, 6:00-9:00 pm Nov. 7-Dec. 1, Harbor Campus Test Date: Dec. 3, 1983 Sched. No. 10001-52 Cost: $125.00
SAT	The upcoming dates for the SAT are November 25 and January 28. The Division of Continuing Education will offer SAT review courses during the weeks before each test at three locations: Braintree High School, Walpole High School, and West Roxbury Community High School. Cost: $95.00. For dates and times, call 929-7900.

For information about registering for tests, or for further information about these review courses, call UMass/Boston's Office of Career Services at 929-7131.

Library Science

The Division of Continuing Education, by arrangement with the University of Rhode Island, offers courses each semester that meet requirements for a University of Rhode Island Master's degree in Library Science (M.S.L.S.). These courses are offered at the Harbor Campus.

The M.S.L.S. degree requires 36 hours of credit, including 6 hours of electives. 21 hours may be completed in Boston. 15 hours must be completed (usually during the summer) in residence at the University of Rhode Island's Kingston campus. To be eligible for the degree program, students must possess a bachelor's degree from an accredited college or university and must have achieved an average of B or better. It is not necessary to be enrolled in a full degree program to receive credit for the courses, although a bachelor's degree is still required. Students who wish to be admitted to the degree program should apply before obtaining 12 credits in courses taken at the University of Massachusetts in Boston.

Persons wishing further information about application procedures for the full degree program should contact the Dean's Office, Graduate Library School, University of Rhode Island, 74 Lower College Road, Kingston, R.I. 02881, (401) 792-2947. Students may register for individual library science courses through the Division of Continuing Education at the University of Massachusetts at Boston.

The courses offered this fall are:

LSC 505 Organization of Library Materials

W 6:00-9:00
3 University of Rhode Island credits

Introduction to the principles and practice of descriptive and subject cataloging and classification using Sears and L.C. Subject Headings and DDC, with an introduction to L.C. Classification. Includes OCLC searching and tagging. Emphasis on books and book-like materials.

LSC 528 Media in the Library

T 6:00-9:30 (10 weeks)
3 University of Rhode Island credits

Role of the library and media center in the changing information environment. Examination of types and uses of technologies that gather, transmit, and store information. Evaluation of place of library in information industry.

The fee for each course is $275.00.

Software Specialist Institute

The Software Specialist Institute has been established to provide interactive state-of-the-art workshops and courses for continuing professional education in the field of information technology. Recognizing the increasing software sophistication of business and industry and their resulting special systems requirements, the Institute will train persons within a specific software environment in the following systems areas: operating; application; database management; data communication; and interactive programming.

The Software Specialist Institute's non-credit programs fall into three categories:

- one-week and two-week seminars scheduled during the day to serve (1) data processors whose primary responsibility is to design, develop, and manage computerized systems, and (2) users who are involved with developing, monitoring, and managing data processing systems.
- semester-long evening courses providing intensive study of two or more systems areas and designed to enhance the professional career possibilities of data processors with one or more years' experience.
- a four-hundred hour course of study for programmers-to-be (software specialists) who wish to become knowledgeable within a specific software environment in systems areas listed above.

These programs offer "hands-on" workshop courses in a Terminal Resource Center equipped with state-of-the-art hardware/software systems. Students supplement classroom instruction by using a Library Resource Center featuring the latest in interactive and video education.

For more information about the Software Specialist Institute, please contact:

Mr. Joseph Rivers, Director
Software Specialist Institute
University of Massachusetts at Boston
Division of Continuing Education
Harbor Campus
Boston, MA 02125

Nationwide Teleconferences

During the past year, the Office of Educational Telecommunications (OET) has been developing UMass/Boston's capacity to offer teleconferences as part of the National University Teleconference Network. Nearly sixty universities throughout the United States have formed this independent, first-of-its-kind network to build a telecommunications system for higher education. The network removes geographical and financial restraints that have previously limited information-sharing among universities, professionals, and the general public. Through the network member institutions can use audio, satellite video, and computer technology to:

- reach national audiences with programs they originate;
- expand continuing education programs, especially for professionals;
- collaborate on instructional, research, and administrative issues;
- provide broader professional development opportunities for faculty and staff;
- work together with businesses and other public and private organizations on national educational programs of mutual interest.

The teleconferences are held on UMass/Boston's Harbor Campus. Many teleconference transmissions are both audio and video; others are audio only. Individual programs vary in length from three to six hours. The transmitted segment of each teleconference presents national and world experts who address the subject of the teleconference and answer questions from participants in a two-way, interactive mode. Boston-area experts are present in the meeting room for further discussion of national issues and their regional implications. For example, last spring's International Trade Teleconference brought President Ronald Reagan (from Washington, D.C.) and Secretary of Commerce Malcolm Baldridge (from Paris, France) into contact with the audience in Boston, while the local perspective was provided by representatives from Massport, the Boston Office of the U.S. Department of Commerce, and the Greater Boston Chamber of Commerce.

Although the 1983-84 schedule was not final when this publication went to press, a number of teleconferences can be tentatively announced.

Inexpensive Justice is being planned for November 15, 1983. The small claims court movement has now been embraced by almost all of the states, providing the ordinary citizen the opportunity to obtain "inexpensive justice" without having to pay a lawyer. Television programs like "The People's Court" on commercial networks have increased general awareness of the process. This teleconference will make participants familiar with the elements of the small claims court process: preparation, presentation, and collection. The program will be exceptionally useful for businesses, which can make repeated use of small claims court to increase their collections without the expense of either an attorney or a collection agency.

Other teleconferences tentatively scheduled include:

- High Tech Research: Linking Universities With Industry
- Computers In Education: The Future Is Now
- Building Effective Relationships For High Tech Development
- Income Tax Workshop Update
- Strategic Planning And Communication In Organizations For Improved Productivity And Employee Morale
- How To Obtain Venture Capital
- Apparel Retailers' Workshop
- Health Care Cost Containment

If you would like more information on *Inexpensive Justice* or any of the other programs listed above, or if you would like to be added to our teleconference mailing list, fill in and mail the non-credit CE registration form, indicating your teleconference interest in one of the "Title of Course" spaces; or call OET at 929-7271 and ask for Kathy FitzPatrick, Teleconference Coordinator.

Local Focus on Cable Television

The marriage of local issues, UMass/Boston's educational resources, and cable TV delivery systems has resulted in *Local Focus*. *Local Focus* is a series of half-hour programs dealing with issues particularly relevant to Eastern Massachusetts. The *Local Focus* series is made especially for cablecasting and often involves area cable systems in production.

During the first half of 1983, fourteen *Local Focus* programs were aired in 41 communities. Public policy issues ("Gun Control," "Public Education"), the environment ("Boston Harbor Water Quality," "Solar Energy"), and different age groups ("Health Care For The Elderly," "But Can You Dance To It?") were among the topics covered. Each participating cable system can choose to develop wraparound activities for a program: after several recent *Local Focus* programs, town representatives discussed the substance of the presentation in the context of their own communities and answered questions called in by residents. It is estimated that *Local Focus* drew 3,000-4,000 viewers for each of its programs.

For the coming school year OET plans to expand *Local Focus* to 24 programs. While the original format will be retained, several mini-series are being planned. Some of the programs in the design stage include:

- Researching Old Buildings
- Career Development
- Emergency Medical Treatment
- Anatomy Of A Trial
- Humanities Lectures
- More "But Can You Dance To It?"
- The Quabbin—Your Source Of Water

If you would like to be put on the mailing list for *Local Focus* schedules, fill in and return the non-credit CE registration form, writing *Local Focus* in one of the "Title of Course" spaces; or call OET at 929-7270 and ask for Barbara Saulnier, *Local Focus* Program Coordinator.

Registration for Non-credit Offerings

To register for courses offered through the following non-credit programs, please use the form below.
Adolescent Counseling Workshop
Alcoholism Treatment Services
Emergency Service Training Program
Graduate Test Preparation Courses

Name		Social Security Number
Address		
City	State	Zip
Home Telephone		Work Telephone
Title of Course		Schedule Number
Title of Course		Schedule Number

Please make your check payable to University of Massachusetts—Continuing Education. Detach this form and mail check and form to:
Division of Continuing Education
Non-credit Programs
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125

To register using MasterCard or VISA, call 929-7906 between 9:00am and 5:00pm.

Registration for Continuing Education Courses

Advance Registration by Mail

To register by mail for a course or courses offered at any UMass/Boston location, fill out the registration form included in this bulletin and send the form to:

Office of Registration and Records
Continuing Education Registration
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125

Registrations will be accepted on the basis of available space. Full payment must accompany the registration form (see "Fees and Payments").

Advance Registration by Telephone

Students wishing to pay course and service fees by using MasterCard or VISA may register by telephone. To register by telephone for a course or courses offered at any UMass/Boston location, simply call 929-7915. Verification of your registration will be sent to you about four days after you register.

Note: Unfortunately, telephone registration is available only to students wishing to pay course and service fees by using MasterCard or VISA.

Walk-In Registration

Students who would rather register in person may do so at each off-campus UMass/Boston location on the dates and at the times listed in the Academic Calendar. Walk-In Registration will take place at the Office of Registration and Records at the Harbor Campus (Administration Building, First Floor) during the following times:
M-TH, 8:30 am-6:30 pm, F, 9:00 am-4:00 pm

Math Diagnosis

It is greatly to the advantage of the student to be placed in the proper mathematics course. *Students are advised to consult course descriptions for prerequisites and equivalents before registering for mathematics courses.* To ensure placement in the right course, each student must take a Math Diagnostic Test before being admitted to a course that requires this test as indicated in its description. This step will prevent loss of time in switching courses or obtaining refunds after classes have begun. The test will be given at off-campus locations on the dates and at the times set forth in the off-campus registration schedule.

Note: Students registering by mail may preregister for desired mathematics courses with the understanding that a subsequent change in courses, as indicated by the Math Diagnostic Test, may occur.

Adding and Dropping Courses

Any student may add or drop courses without penalty before the Add/Drop deadline (see "Academic Calendar").

Withdrawing from Courses

Any student withdrawing from a course after the Add/Drop deadline (see "Academic Calendar") will receive a grade of "W" for that course. Withdrawal forms are available at the Office of Registration and Records. Failure to submit a withdrawal form before 4:00 pm on the last day of the withdrawal period will result in a grade of "F." Withdrawal from a course does not reduce the amount owed except as described under "Refunds" below.

Transcripts

All students who wish transcripts sent to other schools must complete transcript request forms in the Office of Registration and Records.

Emergency Cancellations

When classes and activities held at the Harbor Campus or Downtown Center are cancelled because of snow or other emergencies, the University will announce cancellations beginning at 6:00 am on radio stations WBZ-AM (1030), WHDH-AM (850), WEEI-AM (590), WEZE-AM (1260), WITS-AM (1510), and WBCN-FM (104.1). WCVB-TV (Channel 5) will also carry cancellation announcements 6:00-7:00 am, Monday through Friday.

Students in off-campus programs should listen for radio announcements concerning closing of the off-campus locations or call the off-campus locations for information.

Unless otherwise scheduled, all classes cancelled due to weather conditions will be made up on the following Friday. If a Saturday class is cancelled, the class will be made up on December 24.

Late Registration

Late Registration will take place at each UMass/Boston location, on- or off-campus, during the periods listed in the Academic Calendar. Students registering during these periods must pay a $20.00 late registration fee.

Further Information

For further information about registering for Continuing Education courses, call the Office of Registration and Records at 929-7200. For further information about any other aspect of Continuing Education, please call 929-7900.

Fees and Payments; General Information

Course and Service Fees

Undergraduate course fee	$47.50 per credit
Registration Fee	$10.00
Educational Service Fee	$ 5.00
Late Registration Fee (when applicable)	$20.00
Bad Check Fee (when applicable)	$20.00

Payment of Course and Service Fees

Students must pay in full before their registrations will be accepted. No payment will be accepted after the Add/Drop deadline of the session for which payment is intended. Students may use the following methods to make payment:

Check:

Please make out a separate check to cover the course fee (and lab fee, if applicable) for *each* course that is being requested, and a separate check for total Service Fees (Registration, Educational Service; see Course and Service Fees above). Submission of separate check payments for each course allows the University to return payments immediately for an individual course that is no longer available. Any student who combines payment into one check does so at the risk of having the entire application returned or waiting until after the Add/Drop period for a refund.

Please make checks payable to the University of Massachusetts—Continuing Education.

A payment of course and services fees made with an unacceptable check will result in administrative withdrawal, an additional bad check fee of $20.00, and referral to a collection agency, which may result in liability for the payment of a collection fee.

MasterCard or VISA:

The University of Massachusetts at Boston will accept payment by MasterCard or VISA for all Continuing Education course and service fees. *The minimum acceptable MasterCard or VISA payment is $25.00.* Please fill out the appropriate section of the registration form when registering by mail.

Cash:

Cash payments must be made at the Bursar's Office at the Harbor Campus only. (Administration Building, 2nd Floor; M-F, 9 a.m.-3:30 p.m.) The Bursar's Office will give you a receipt, which you must submit with your registration form.

Note: Cash payments will not be accepted at any other location.

Lab Fees

Lab fees must be paid for certain courses as indicated in the schedule listings. The amounts of fees appear under schedule numbers for those courses requiring fees. The lab fee for each course must be paid at the time of registration.

Student I.D. Cards

All on-campus students are required to carry ID cards. Continuing Education students not paying University student service fees may obtain special ID cards for the use of on-campus libraries. These ID cards do not entitle the bearer to the use of athletic facilities, health services, or student activities which require the payment of additional fees. Cards may be obtained at the Harbor Campus through the I.D. Office (Building One, 4th Floor, Room 064) from 9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m. The charge is $2.00. Special arrangements will be made for students attending Saturday classes at the Downtown Center to obtain I.D. cards at the beginning of the fall semester.

The I.D. card fee will be included in the tuition bills of students registered for courses offered through state-funded programs. These students are not required to pay separately for I.D. cards.

Payment by Outside Agencies

If the student's charges are to be paid by an outside agency, a payment authorization from that agency must accompany his or her registration.

Refunds

A student who *withdraws* from a course will be granted a refund according to the schedule below. Non-attendance does not constitute withdrawal. A valid withdrawal form must be filed with the Office of Registration and Records. See "Withdrawing From Courses" above.

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	90% Refund
Withdrawal before the third class meeting	50% Refund
Withdrawal after the third class meeting	No Refund

Whenever a refund is due, either because the student wishing the refund has withdrawn from a course or because the University has cancelled the course, the student must initiate the refund procedure by notifying the Office of Registration and Records. Refunds will not be processed until after the Add/Drop period.

The amounts of all refunds are computed on the basis of withdrawal dates established by the Office of Registration and Records.

If a student has made a payment with MasterCard or VISA, the refund must be returned as a credit to the student's MasterCard or VISA account.

Unless a course has been cancelled by the University, the $10 registration fee is not refundable.

Cancellations

The Continuing Education program is supported by student course fees. No state funding is available to help the Division of Continuing Education pay faculty salaries and meet overhead expenses. The Division must therefore cancel underenrolled courses. Before classes begin each term—generally during the week after the regular registration deadline—the Division projects enrollments according to the numbers of students already registered and decides whether to cancel courses that may be underenrolled. The Division makes every effort to offer courses in which there is clear interest and, whenever courses are approaching minimum enrollment, postpones cancellation decisions until the first meetings of those courses. However, *students are encouraged to register early.* There is no risk of cancellation when courses are fully enrolled by the end of the regular registration period.

Any student who has registered for a course that is cancelled may register for another course or request a refund. The course fee will be refunded in full to any student who has paid for a cancelled course and does not wish to register for another course in its place. If all courses for which the student has registered are cancelled, service fees will also be refunded.

Registration Form Continuing Education Fall, 1983

Social Security Number **UMass/Boston ID Number (If any)**

Name
Last First Middle Initial

Address
No Street City State Zip

Student Status

○ Graduate ○ Undergraduate

Ethnic Survey Information (Required by Federal Government)

A. American Indian/Alaskan Native
B. Black Non-Hispanic
C. Asian or Pacific Islander
D. Hispanic
E. Non-resident Alien
F. White Non-Hispanic
G. Do not wish to report
H. Cape Verdean

Sex

○ Male ○ Female

Marital Status

○ Married ○ Divorced
○ Single ○ Widowed

Residency Status

○ Instate ○ Out of State ○ Foreign

Veteran Status

○ Veteran ○ Non-veteran

Student Visa

○ Yes ○ No

Phone: ( )

Date of Birth
Mo Day Year

Current/former UMass student at:

○ Boston ○ Amherst

Accepted as UMass student at:

○ Boston ○ Amherst
Class of

Previous UMass/Boston or Boston State Continuing Education student?

○ Yes ○ No

If Yes, Date of Last Attendance:

Course Selections

Sched. No.	Dept.	Title	Site	Credits		Lab Fee (if any)	Total Course & Lab Fee
					x $47.50 +		=
					x $47.50 +		=
					x $47.50 +		=
					x $47.50 +		=

MasterCard and VISA Only

The University of Massachusetts at Boston, Division of Continuing Education, will accept MasterCard or VISA for payment of fees. If you would like to make use of this service, please provide the information requested.

Account No.

Expiration Date

Student's Name (Print)

Student's Signature

Print name of person to whom card was issued if different from above.

If a student withdraws or a course is cancelled, the refund will be made only as a credit to the student's MasterCard or VISA account.

Full payment must accompany all registrations.

Method of Payment

○ VISA ○ MasterCard

○ Check ○ Cash

Make checks payable to University of Massachusetts – Continuing Education

Send checks and forms to:
Office of Registration and Records
Continuing Education Registration
University of Massachusetts at Boston
Harbor Campus
Boston, MA 02125

Batch:

Please calculate payment below.

Registration Fee	$10.00
Educational Service Fee	$5.00
Late Fee (if applicable)	$20.00
Course and Lab Fees (total)*	

Total Payment Enclosed

*Remember to make out a separate check for the total course and lab fee for each course.

Course Fee

Undergraduate	$47.50/credit

Please Note:

This form is to be used only when registering for credit courses. To register for non-credit courses, please use the form on page 6.